



MINUTES

PRESENT:

Richard Watson – Chair
Tor Album
Bill Holmes
Cristina Ilnitchi

Carole Jolly
Jane Kang
Murray McCutcheon
Terry Mullen

STAFF:

Morgan Chung – Finance Manager
Andrew Clements – Interim Co- Executive Director
Glenda Ollero – Communications Manager
Wegland Sit – Interim Co- Executive Director

RECORDING SECRETARY:

Jessi Connaughton – Raincoast Ventures Ltd.

CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:33 p.m. The Board Chair acknowledged that the meeting was held online, but regularly meets on the traditional territory of the Musqueam people. He further recognized the tragic events that recently unfolded in Nova Scotia, and extended condolences to all of those affected.

- 1. APPROVAL OF AGENDA - Motion:** That the Board approve the April 21, 2020 Agenda, as presented. **Approved.**

MINUTES

- 2. MINUTES - Motion:** That the Board approve the Minutes of the March 17, 2020 Meeting, as presented. **Approved.**

3. MATTERS ARISING FROM MINUTES

There were no matters arising from the Minutes.

PRESENTATIONS

4. ELECTORAL AREA A REPORT

Jen McCutcheon advised of a virtual Townhall Meeting scheduled for April 28, 2020 as an opportunity for residents of UNA, the University of British Columbia (UBC) and the University Endowment Lands (UEL) to gather and provide updates on how the communities are faring in the COVID-19 pandemic.

The Board was informed that in the face of financial hardship, TransLink is reducing public transport services across Metro Vancouver. Cutbacks to bus service to UBC are listed in the Board agenda package.



In an effort to keep parks and public spaces open for community members, increased patrols are in place in Pacific Spirit Park and Wreck Beach to provide reminders to maintain the physical distancing measures.

Following the presentation, Board members discussed:

- Interim Co-Executive Directors Sit and Clements will attend the virtual Townhall meeting to answer questions
- The potential of advocating for more federal and provincial funding to support TransLink services, and whether the Board could consider writing a letter in support of such funding
 - Concern around advocating for using taxpayer dollars to fund an underused public transport service
 - It was noted that while there is a decrease in ridership, many people rely on public transport to access or provide essential services.

5. UBC CAMPUS AND COMMUNITY PLANNING REPORT

The Board Chair acknowledged Celene Fung for her efforts in developing the UBC Campus and Community Planning report included in the meeting's agenda package. The Board received the report for information and did not offer any questions or comments.

REPORTS

6. UPDATE ON COVID-19 RESPONSE

- a. Operations**
- b. Finance**
- c. Communications**
- d. Recreation**

Interim Co-Executive Director Clements provided an update on UNA staffing, and informed that the management team had proceeded with temporary layoffs of 27 part time employees. UNA followed similar best practices undertaken by various municipalities around Metro Vancouver. Following a 13-week period after the layoffs, terminations will be triggered on August 1, 2020. UNA recognized that the employees are valuable to the social fabric of the community and have committed to working towards bringing all staff members back once the recreation centres are operational. Employees who were laid off each received a personal phone call from a manager and were provided with information around the Canada Emergency Relief Benefit (CERB) and Employment Insurance (EI).

Permanent part time employees are currently employed at approximately 30 hours per week as front desk leads. UNA is also considering an Ambassador Program, to reassign these employees' duties to providing neighbourhood support around physical distancing measures.

UNA has made efforts to make contact with seniors, has created a COVID-19 landing page on the website, and hosted a successful Community Connection night in mid-April. UNA has also worked with the YMCA to open a temporary day care program at the Old



Barn Community Centre, with a capacity to care for 20 children. YMCA team members were recognized for their assistance and commitment to opening the program.

Further updates on Communications, Finance and Recreation were included with the meeting's agenda package. The Board received the reports for information, and commended UNA staff for their continued efforts and adjustments while working through the COVID-19 pandemic.

OLD BUSINESS

7. GOVERNANCE AND HUMAN RESOURCES COMMITTEE (G&HR) UPDATE

a. Chief Administrative Officer (CAO) Recruitment

b. Meetings

The Board Chair advised that the candidate list for the CAO had been narrowed, and updates will be provided to the Board once a candidate is selected. The G&HR Committee has met regarding the CAO recruitment, and other general governance and human relations issues, but has no outstanding issues to report at this time.

8. UNA NEGOTIATING COMMITTEE UPDATE

Director Mullen informed of the amendment to the requirement in Section 14.4(d) of the Neighbours' Agreement that the UCIPP Coverage includes a waiver of the right of subrogation against the UNA.

NEW/OTHER BUSINESS

9. UNA BOARD PROCEDURAL RULES

Director Holmes advised that in 2018, the UNA Board approved in principle a draft "Board Procedures Policy". This policy does not contain procedural rules to govern proceedings of the Board. It was proposed that a Board Procedural Rules Working Group be formed in accordance with the Terms of Reference included in the meeting's agenda package.

Discussion ensued during which comments included:

- All regional governments have a set of procedural rules
- The procedural rules will shape the order of Board meetings, and will include development of the agenda, Board member conduct, and how to raise procedural points
- The participation of the UNA Board Chair is not necessary in the Working Group, as the Board will have ample time for consideration of the draft before it is adopted
- A comprehensive list of procedures, including circumstances related to conflict of interest, can be modelled from other municipalities' procedures to best fit the interests of UNA.

Motion: That the Board approve the formation of the Board Procedural Rules Working Group and its Terms of Reference (Draft – Version 2), including the composition of the Working Group and the Chair as set out in the Terms of Reference. **Approved.**



10. UNA CONSTITUTION AMENDMENT

Director Mullen introduced a motion to approve the Terms of Reference and composition of the UNA Constitution Working Group. The Board was informed that the UNA's Constitution has not been reviewed for many years, and that the Neighbours' Agreement contains purposes that the UNA Board and UBC have agreed to, but do not exist in the Constitution. The Constitution requires an update to provide continuity with the Neighbours' Agreement and to clarify the existing language within the document.

The Board discussed the importance of revising the UNA Constitution to align with the Neighbours' Agreement, and confirmed that all three members of the proposed Working Group have agreed to their participation. The draft Constitution will be presented to the Board, and if approved will be presented as a resolution at a UNA Special General Meeting.

Motion: That the Board approve the Terms of Reference for the UNA Constitution Working Group (Draft – Version 4) and confirm the composition of the Working Group and the Chair as set out therein. **Approved.**

11. NEW TOPICS PROPOSED BY DIRECTORS

Director Kang noted safety concerns expressed by community members, and questioned whether there was space for UNA to speak to RCMP with respect to safety issues in the neighbourhood. Staff Sergeant Chuck Lan, RCMP had previously provided a statistical report on recordable events that had taken place in the university area, and consideration can be put towards inviting him to provide a presentation to the Board.

In response to a question raised regarding online electronic applications for Access Cards, Interim Co-Executive Director Sit advised that UNA staff is exploring options for paperless applications. An update will be provided when it is available at a future Board meeting.

The Board was informed that an inquiry was put forward to UBC with respect to the new raised garden plots on Ross Drive. It is not clear who owns or manages the garden plots; however, the presumption is that they will be managed by UNA. A permit has been submitted to UBC Campus Planning for the Nobel House garden expansion, and UNA is waiting for a response.

The Board recognized that this was the last meeting for Director Ilnitshi, and thanked her for her service as a Director on the UNA Board over the previous two years.

ADJOURNMENT – The meeting adjourned at approximately 6:40 pm.

The Board moved to Closed Session.